

Assistant Director for Collection  
and Dissemination  
Chief, [ ]

11 March 1948

Requisitioning of intelligence data and documents from Governmental  
sources by Office of Collection and Dissemination

1. Pursuant to the discussion between Messrs. [ ] and [ ] it is agreed that the following procedure shall govern the requisitioning activities of Office of Collection and Dissemination for intelligence data from Governmental sources.

- a. Office of Collection and Dissemination will submit quarterly estimates of costs for intelligence data and documents by using Requisition Form 35-7 and indicating thereon various Governmental sources of supply.
- b. On receipt thereof, Chief of Supply will prepare a blanket purchase order setting up encumbrance against which there may be possible billings.
- c. Office of Collection and Dissemination will continue to issue CDs to the appropriate agencies for the desired intelligence data or documents, indicating thereon purchase order number assigned by Supply Division.
- d. Copies of CDs will be distributed to Budget and Finance Branch and Services Branch for coordination purposes.
- e. [ ] on receipt of 1080 voucher from billing agency, will obtain required receiving information from Office of Collection and Dissemination.

2. It is understood that quarterly estimates at this time are purely arbitrary, but the necessity of setting up some encumbrance is required. It is recommended that a post-review of the initial quarterly expenditures be made by the interested parties for the purpose of obtaining a more accurate figure.

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JK:vm

CC: MIM chrono  
Supply Div.

Operating Procedure File  
Supply Div. folder

Document No. 56

NO CHANGE in Class. [ ]

☐ DECLASSIFIED

Class. CHANGE NO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/176

05 APR 1978